I. CALL TO ORDER
Chair Fanning called the meeting to order at 10:00 A.M.
A quorum was established.

II. ATTENDANCE
Advisory Committee
Marianne Fanning – Chair
Barbara Bell – Vice Chair
Richard Barry
George Fogg
John Goody

Staff
Michelle Arnold – Director (Excused)
Dan Schumacher - Project Manager

Contractors
Aaron Denton, Project Manager – Windham Studio
Scott Hane - Ground Zero Landscaping
Doug Burnham – Quail Run Golf Club
Wendy Warren - JuriSolutions

Community Attendees
Rick Korb
Robert Monico

III. APPROVAL OF AGENDA
Mr. Fogg moved to approve the Agenda of the Forest Lakes Advisory Committee as presented.
Second by Mr. Goody. Carried unanimously 5 - 0.

IV. APPROVAL OF MINUTES – July 3, 2018
Mr. Barry moved to approve the minutes of the July 3, 2018 Forest Lakes Advisory Committee as presented. Second by Mr. Goody. Carried unanimously 5 - 0.

V. CONTRACTORS REPORTS
A. Windham Studio Landscape Architecture – Scott Windham, Landscape Architect (not present) – No August report.

B. Perimeter Tree Replacement Plan – Aaron Denton, Project Manager, Windham Studio
Mr. Denton reported the vision for the Forest Lakes M.S.T.U. Street Tree Project focuses on juxta positioning seasonal color (taller and courtyard flowering trees) with shade trees along the roadway. He outlined the conceptual plans, detailed by street and section, noting a Planting Key Map was included.
- Proposed species were denoted in color accompanied by color coded photographs of the trees; existing trees were neutral in tone and identified as “ex.”
- Larger trees were positioned mid-section with smaller trees on the perimeter.
- Crape Myrtle, Bridal Veil, Bottlebrush Sea Grape and Shady Lady were included in the assortment.
MINUTES

- Mr. Denton apprised the Committee of the pros and cons of each species and solicited Committee feedback on design and product.

During Committee discussion the following was noted:
- Creation of shade over sidewalks to protect pedestrians from the sun is a key component.
- Absence of irrigation in the vicinity of the Street Tree Project should be a factor in specimen selection. Gator irrigation bags will be required.
- Flowering trees do drop their leaves and are bare during the winter months.
- Jacaranda and Hong Kong Orchid trees should be considered in the assortment.
- Royal Poinciana and Golden Rain trees grow large and may require extra maintenance.
- Trees will be planted for shade and color – not specific to residences – with attention given to spacing to accommodate future growth.
- A mechanism to notify homeowners of the plantings must be developed.

**Ficus Hedge**

**Mr. Schumacher** and **Mr. Denton** will investigate removal of the Ficus Hedge on Forest Lakes Boulevard, northwest of the golf course driving range, and suggest landscape alternatives. **Mr. Schumacher** noted an easement may be required to perform services in the area.

**Mr. Schumacher** requested committee members email their comments and suggestions applicable to the landscape plan.

C. **Ground Zero Landscape Maintenance – Scott Hane**

**Mr. Hane** reported on landscape maintenance as follows:
- The front entrance landscape, including the sod and Bougainvillea Standards, was fertilized and sprayed with fungicide.
- The invasive Potato vine encroaching the fence bordering Naples Bath and Tennis Club was sprayed with herbicide.
- In response to dry conditions, irrigation times were increased.

VI. **PROJECT MANAGERS REPORT**

A. **Budget Report**

**Mr. Schumacher** presented the “Forest Lakes MSTU Fund 159, August 7, 2018” for FY-18 noting:
- FY18 Ad Valorem property tax revenue budget is $256,100.00 of which $246,283.77 has been collected.
- Total revenue FY18 is $488,800.00 including investment interest, transfers and contributions (minus a 5% reserve of $12,900).
- Operating Expense Budget is $162,100.00 of which $42,134.71 is committed; $81,690.62 is expended.
- Unencumbered Operating Expense funds available are $38,274.67.
- Improvements General, Line 32, commitments total $160,547.75 for Haskins, Inc., contractor for the “Drainage Improvements” project, and the McShea Contracting project to replace roadway and crosswalk Thermoplastic striping and reflectors.
- Funding of the Drainage and Roadway Striping projects resulted in a $19,352.25 balance remaining in the FY-18 Capital Outlay Budget.
- New Purchase Orders will be issued to accommodate the FY-19 budget requirements.
- The Operating Expense balance will “roll over” to the FY-19 budget.
- The existing bond will be repaid in 2022.
- Total available balance for FY-18 is $146,526.51.
B. Procurement.

1. Quotes:
      Ground Zero Landscaping was the lowest bidder to the County’s Invitation to Bid (ITB) Landscaping Contract request for the Forest Lakes Roadway and Drainage M.S.T.U. and, according to County practice, was awarded a three year contract with option for two one year renewals.

      The Contract will be presented to the Board of County Commissioners in September 2018 for approval commencing October 1, 2018. The Purchase Order will be reflected in the FY-19 budget.

2. PO’s Requested: n/a
   No Purchase Order requests are pending.

3. PO’s Issued
   i. Bonness – Sidewalk Repairs – 8/1 Notice-to-Proceed
      Bonness. Inc. evaluated the condition of the sidewalks from Woodshire Lane to Forest Lakes Boulevard and identified nineteen cracked slabs which posed trip/safety hazards.

      A Purchase Order has been generated for $6,144.33 for the repairs which are scheduled to commence August 12, 2018.

   ii. Haskins – Drainage Improvements – 7/17 Notice-to-Proceed
      Haskins, Inc. was awarded the bid for the “Drainage Improvements Project” (east of Quail Forest Blvd. on Forest Lakes Blvd.).

      A Purchase Order in the amount of $135,270 for the work and a Notice-to-Proceed have been issued.

      Haskins submitted a Maintenance of Traffic Plan (MOT); anticipated start date is August 8th or 9th.

   iii. Thermoplastic roadway re-striping.
      The modified roadway re-striping project to install thermoplastic center line striping and reflectors on the Forest Lakes roadways of Woodshire Lane, Forest Lakes Boulevard, Forest Lakes Drive and Quail Forest Boulevard including stop bars, crosswalks, golf cart crossings and blue reflectors on fire hydrants is complete.

      Side road striping application and additional repairs will be addressed for execution in FY-19.

      Design plans were presented to the Committee under Item V. B.

C. Light Pole Lamp Replacements – Hart’s Electrical
   Mr. Schumacher will cross reference his list of lamp outages to street lamps replaced by Hart’s Electrical and consult them regarding the twenty one (21) additional lamp outages he identified during his community drive-through.
It was noted tree limbs are interfering with lamps, blocking light, and will solicit a quote for pruning.

**LED Light Pole Replacement Bulbs**

**Mr. Schumacher** reported on the success of the Lumec LED lamp fixture replacement program in the Lely community and will research options for converting the Forest Lakes community to LED street lights.

**D. Light Pole Number Duplicates**

The project to renumber light poles on the north side of the Forest Lakes Boulevard is progressing; the Committee will be updated at a future meeting.

**VII. NEW & ONGOING BUSINESS**

**A. Quail Run GC – Additional Funds from the MSTU for golf course beautification and maintenance.**

1. **Request submitted to the County Attorney’s Office to evaluate feasibility.**
   
   **Mr. Schumacher** participated in workshops with the County Attorney’s office and Steve Carnell, Public Services, to discuss the proposal.

   Steve Carnell recommended Mr. Schumacher schedule a meeting with the Department to evaluate fundable categories that may be appropriate for M.S.T.U. funds.

   The County Attorney’s office is evaluating the proposal and will render an opinion on the feasibility of the Forest Lakes M.S.T.U. financially participating in projects with the Quail Run Golf Club. The Board of County Commissioner and County manager approval is also required for implementation.

   **Mr. Schumacher** will update the Committee on his findings regarding the matter at the September meeting.

**VIII. OLD BUSINESS**

**Australian Pines**

**Mr. Barry** queried on his request for Staff to investigate the possibility of the County assuming responsibility for trimming the Australian pines on Pine Ridge Road.

**Mr. Schumacher** will continue to pursue options for assumption of responsibility of the trees maintenance and report his findings at a future meeting.

**IX. PUBLIC COMMENTS**

**Drainage**

**Robert Monico** inquired regarding budget funding to improve swale drainage in the community.

The Committee reported the “Drainage Improvements Project” east of Quail Forest Blvd. on Forest Lakes Boulevard is being undertaken. Additional options studied by Agnoli, Barber & Brundage (ABB) did not present viable options.

*The “Gordon River Extension Stormwater Study” prepared by ABB is scheduled for distribution late 2018. Findings and recommendations may provide drainage options for consideration for the Forest Lakes community.*
X. ADJOURNMENT

There being no further business to come before the Committee, the meeting was adjourned by the Chair at 11:28 AM.

NEXT MEETING: SEPTEMBER 4, 2018 - 10:00 A.M.
FOREST LAKES CONDO ASSOCIATION CLUBHOUSE
1058 FOREST LAKES DRIVE, NAPLES FL 34112

FOREST LAKES ROADWAY AND DRAINAGE MSTU ADVISORY COMMITTEE

_____________________________
Marianne Fanning, Chair

The Minutes were approved by the Committee on ___________________________ 2018, as presented ____, or as amended ________.